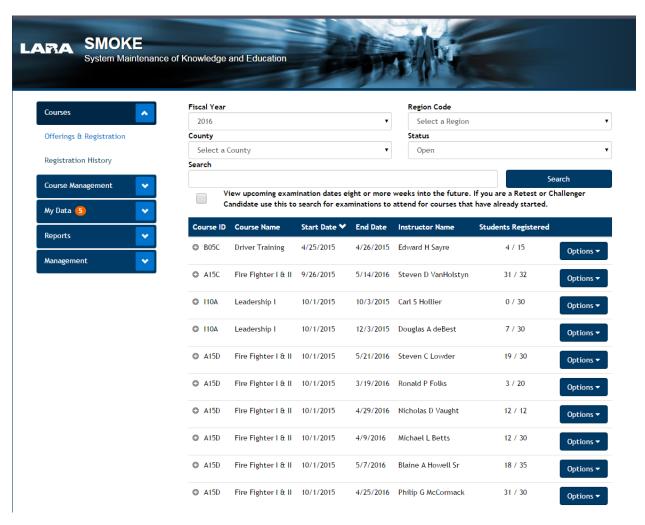
## **Registering for Courses in SMOKE**

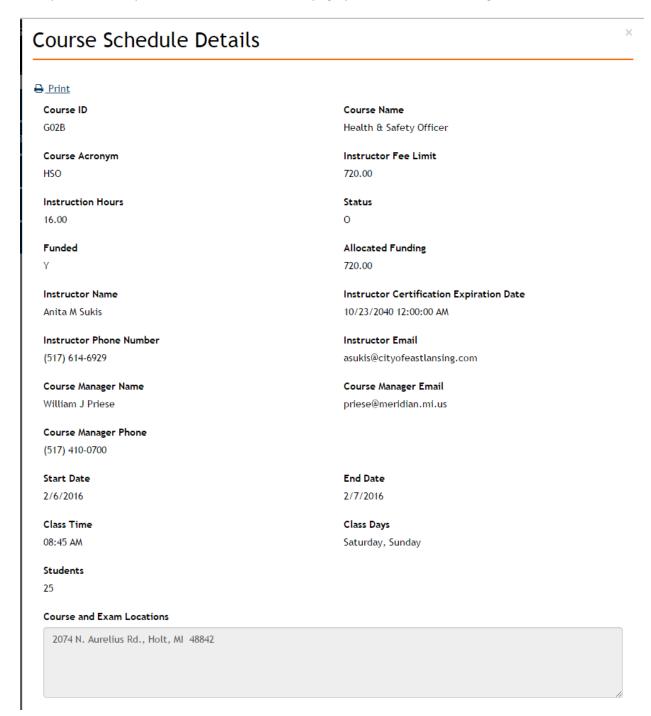
Once logged in, click the Courses Tab then Offerings & Registration. From here you can search for courses in a few different ways.

One thing to remember is that you MUST register for the course BEFORE the start date! On the Start Date of the class, the class is removed from the Search screen. On or after the Start Date the course or if the maximum number of students is reached before the start date the course manager is the only person who can add you to the course.

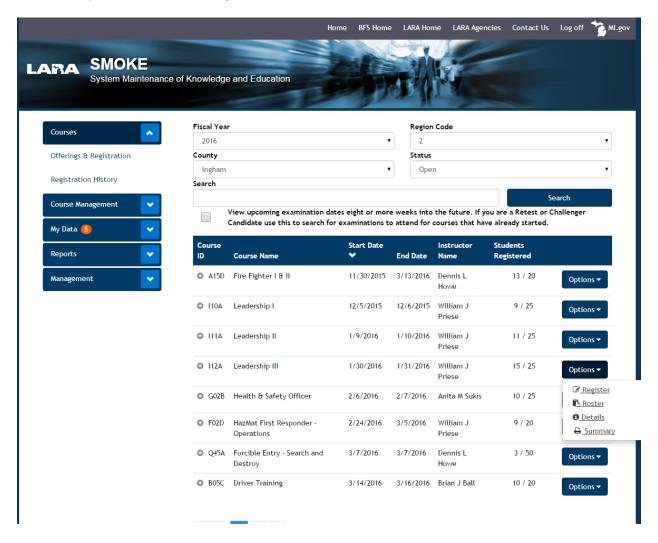
You can search by Fiscal Year and just region, or fiscal year, region and county, or fiscal year and in the Search tab type in the course you are trying to find or any combination of the above search types.



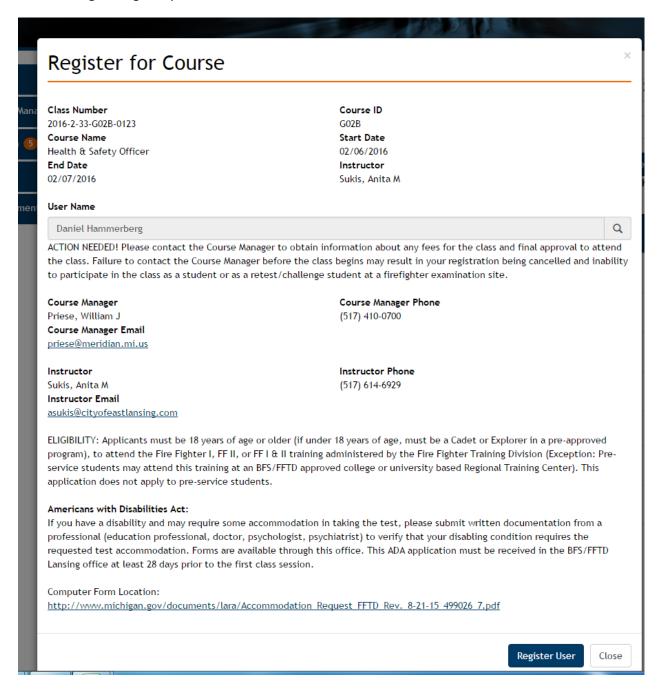
If you would like more information on the location, course manager and instructor contact information, dates and days of the week of the course and instruction hours for the course click on details. You can print this page using the print icon in the upper left of the page allowing you to take this information with you to class if you feel the need. This is the page you will see after clicking on Details:



Once you find the course you are looking for click on Options. You will only see Register and Details under the Options tab. Click on Register.



After clicking on Register you will see this screen:



Go to the bottom of the screen and click Register. You do need to call the course manager to verify you can attend their course BEFORE registering for the course. After you have registered for the course you will receive an email stating you have registered for the course and a notification in your notifications box under My Data that you have registered for the course.

If you need to un-register for the course, go to Courses and Registration History, find the course number and click on Options then Unregister and you will be unregistered for the course and receive emails and notifications for the unregistration.